



# KANSAS

DEPARTMENT OF AGRICULTURE  
ADRIAN J. POLANSKY, SECRETARY

KATHLEEN SEBELIUS, GOVERNOR

## **Kansas Department of Agriculture Policy Statement Regarding Personal Appearance of Employees**

It is the policy of the Kansas Department of Agriculture (KDA) that each employee's dress, grooming and personal hygiene be appropriate to his or her work situation. It is the responsibility of each employee to use good judgement in the clothing they wear to work and the responsibility of each supervisor to share this policy with each employee and ensure it is followed. It is unfair to the employees who attempt to follow this policy when others do not.

### **Guidelines**

- a. Employees must wear shoes which are safe and appropriate to assigned job tasks, as well as appropriate to the clothing worn.
- b. Employees in all KDA offices (this includes downtown and Forbes Topeka offices and DWR field offices) are expected to wear professional attire, which includes business and business casual clothing. For men this usually means suits, slacks or khakis and tucked-in shirts with collars. For women this usually means suits, dresses, skirts, slacks of any material except denim, capri pants, or khakis with an appropriate blouse, sweater or jacket. DWR field office employees should dress appropriately for planned trips to the field, and keep a spare pair of jeans and shoes in the office for unplanned field trips.
- c. Other, non-professional items of attire, are not appropriate for work. These include denim jeans of any color, rompers, shorts, including the type of shorts called "skorts," culottes, cutoff jeans or unhemmed skirts, t-shirts with or without sayings, skirts that are inappropriately short, tank tops, midriff-baring shirts, or sweat suits. Employees should use common sense about the difference between weekend and work attire.
- d. Many of our employees work outside the KDA offices in agricultural and or business settings. They may wear jeans without tears or holes. They should wear shirts with collars and should not wear hats with sayings or any type of clothing bearing the logo or slogans of any other organization than KDA or a sports team. Office employees who must do "dirty" work—like moving or reorganizing office areas—may wear jeans or clothing appropriate to the task. There should be prior permission from the supervisor when those days can be scheduled. KDA logo clothing and hats can be purchased by employees who would like to wear them.

e. When coming to meetings in the Topeka offices, field staff should wear professional attire of an office nature. (See “b”)

f. An employee who works in an environment which requires safety apparel or safety equipment is required to make use of it.

### **Supervisors’ Responsibilities**

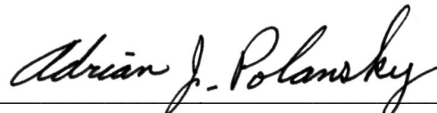
All supervisors are responsible for sharing this policy with their employees and ensuring it is followed. If a supervisor in a particular area fails to comply with the requirement to enforce the dress code, he or she will receive an official reprimand.

### **Employees’ Responsibilities**

Employees are responsible for following the dress code. The first offense may result in the employee being sent home to change and being required to use annual leave for that purpose. Progressive discipline may be implemented if a second failure to follow the dress code follows the first.

Exceptions to the dress policy, such as holidays, Project Topeka or other designated jean days will be approved by the administration prior to the event.

This policy is effective as of August 4, 2003.

A handwritten signature in black ink, reading "Adrian J. Polansky", is positioned above a horizontal line.

ADRIAN J. POLANSKY  
Secretary of Agriculture